



MCCPS Board of Trustees

Board of Trustees Meeting

Published on August 22, 2025 at 6:16 PM EDT

Date and Time

Tuesday August 26, 2025 at 7:00 PM EDT

Location

Hybrid Format:

- in person at MCCPS
- via Zoom at <https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09>

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Record Attendance and Guests		Ian Hunt	2 m
B. Call the Meeting to Order		Katie Holt	2 m
C. Public Comment	Discuss	Katie Holt	5 m
II. Staff Presentation: Academic Data			7:09 PM
A. IReady Spring 2025 Data	FYI	KD McDonald	15 m

	Purpose	Presenter	Time
III. Board Action Items: Approve Minutes			7:24 PM
A. July 2025	Approve Minutes	Ian Hunt	5 m
IV. Board Retreat Follow Up			7:29 PM
A. Board Retreat Discussion	Discuss	Lindsay Smith	8 m
V. Head of School Report			7:37 PM
A. August 2025 Report	FYI	Stephanie Brant	30 m
1. Staffing			
2. Enrollment			
3. Instruction & Planning			
4. Miscellaneous			
VI. Board Annual Items			8:07 PM
A. Upcoming Agenda Items	Discuss	Katie Holt	2 m

July - Adopt Annual Report, by July 31, Adopt Annual Board Goals

- August – Board Officer Vote, Adopt HOS Goals, Open Annual Board Self Assessment

- Sept – Review Annual Board Self Assessment, Approve Committee Memberships and

Vice-Chairs

- Oct – Adoption of the Annual Audit (must be done by Oct 31), MCAS

Presentation, Presentation on HOS Evaluation Process by the Personnel Committee

- Nov – HOS Contract Renewal Notice

- Dec –

- Jan – HOS Mid-year review

- Feb - Adopt School Calander

- March – Set up Satisfaction Survey, Set Annual Board Retreat Date, Presentation of

	Purpose	Presenter	Time
HOS Annual Evaluation Form			
<ul style="list-style-type: none"> • April – Presentation by HOS of Annual Goals, Budget Adoption • May – HOS Annual Evaluation • June – Annual Board Retreat 			
B. Board Officer Vote	Vote	Katie Holt	15 m
<ol style="list-style-type: none"> 1. Chair 2. Vice Chair 			
C. Committee Chair Elections	Vote	Ian Hunt	15 m
<ol style="list-style-type: none"> 1. Governance 2. Personnel 3. DEI 4. DevCom 			
VII. Committee Updates			8:39 PM
A. Finance Committee	Discuss	Emily Promise	15 m
<ul style="list-style-type: none"> • Review of Finance Committee Documents • Relevant Discussion 			
B. Governance Committee	Vote	Polly Titcomb	20 m
Election of new Board Members			
<ol style="list-style-type: none"> 1. Chris Re 2. Carly McIver 3. Karen Kagan 			
C. Academic Excellence	Discuss	Chris Doyon	5 m
D. Development & Communications	Discuss	Kimberly Nothnagel	10 m
<ul style="list-style-type: none"> • Talent Show/Auction Fundraiser 			

	Purpose	Presenter	Time
• 30th Anniversary Gala			
E. DEI Committee	Discuss	Lindsay Smith	5 m
F. Personnel Committee	FYI	Katie Holt	5 m
• Update			
VIII. Public Comment			9:39 PM
A. Public Comment	Discuss	Katie Holt	5 m
IX. Closing Items			9:44 PM
A. Recap Action Items	Discuss	Katie Holt	5 m
Clerk to review actions items, add any additional items discussed.			
B. Adjourn Meeting	Vote	Katie Holt	

Coversheet

July 2025

Section:	III. Board Action Items: Approve Minutes
Item:	A. July 2025
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board of Trustees Meeting on July 29, 2025

DRAFT



MCCPS Board of Trustees

Minutes

Board of Trustees Meeting

Date and Time

Tuesday July 29, 2025 at 7:00 PM

Location

Hybrid Format:

- in person at MCCPS
- via Zoom at <https://us06web.zoom.us/j/98355446062?pwd=bVg2VzE4bEZUVXJqY0R4UIJnVmZ1dz09>

Trustees Present

Carol McEnaney, Eric Neagle (remote), Ian Hunt, Katie Holt, Kimberly Nothnagel, Lindsay Smith (remote), Stephanie Brant

Trustees Absent

Ellen Lodgen, Emily Promise, Polly Titcomb

Trustees who left before the meeting adjourned

Lindsay Smith

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Katie Holt called a meeting of the board of trustees of MCCPS Board of Trustees to order on Tuesday Jul 29, 2025 at 7:05 PM.

C. Public Comment

No public comment

II. Reports and Deliverables

A. HOS Report

HoS provided monthly updates. Key highlights included:

- Recruitment - 228 are currently enrolled with expectations to reach a target of 230. This is exciting news with levels of engagement with long waiting lists. HoS revealed that numbers are well-balanced across all grades, with no particularly large classroom sizes. Approx 23% of this number is from MCCPS sending districts. The board explored the year-year breakdown and discussed key drivers for this number.
- Staffing - HoS shared some key changes to staffing to support DESE feedback, including a new role to support community engagement and recruitment. A new tech / office lead has also been hired who will also support social media efforts at the school. HoS also articulated changes in the leadership team with additional focus on mentorship and teacher development. The total number of new hires is 6 with 6 fellows joining. HoS shared excitement with new staff members who bring diverse and experienced skill sets to the school.
- DESE Compliance Report - HoS summarized information shared with DESE following the charter renewal visit. A key focus is on developing strategy / tactics to support an increase in student recruitment numbers, with emphasis on local sending districts. The board expressed gratitude to HoS for the development of a robust strategy to build stronger community engagement / awareness of school / school successes. The board agreed to review progress on goals at regular intervals.
- Student Opportunity Act Plan - HoS provided an update on the continued growth / development of the schools PALS initiative. The board agreed to explore data collected on continued PALS roll out at future meetings.
- Web-page - Parent Square has been contracted to support the creation to a new school web-page. Migration is expected to be completed by the end of August.

Katie Holt made a motion to DESE Compliance Action Plan presented as part of the HOS update.

Kimberly Nothnagel seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Carol McEnaney	Aye
Katie Holt	Aye
Ian Hunt	Aye
Emily Promise	Absent
Polly Titcomb	Absent
Eric Neagle	Aye
Lindsay Smith	Aye
Stephanie Brant	Aye
Ellen Lodgen	Absent
Kimberly Nothnagel	Aye

B. Accountability Plan

HoS reviewed an updated / refreshed accountability plan. HoS shared this report will be reviewed and discussed annually with the board. Key areas of focus include teacher and portfolio development.

Eric Neagle made a motion to approve the 2025 -2030 Accountability Plan as presented to board.

Katie Holt seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Stephanie Brant	Aye
Lindsay Smith	Aye
Polly Titcomb	Absent
Ian Hunt	Aye
Eric Neagle	Aye
Carol McEnaney	Aye
Kimberly Nothnagel	Aye
Ellen Lodgen	Absent
Katie Holt	Aye
Emily Promise	Absent

C. Strategic Plan

Lindsay Smith left at 8:00 PM.

HoS reviewed updated strategic plan for the school 2025 - 2030 through 5 key priority areas.

• ADD HERE

Kimberly Nothnagel made a motion to Approve the 2025 - 2030 Strategic Plan as presented to the board.

Eric Neagle seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Lindsay Smith	Absent
Ellen Lodgen	Absent
Stephanie Brant	Aye
Kimberly Nothnagel	Aye
Carol McEnaney	Aye
Polly Titcomb	Absent
Eric Neagle	Aye
Katie Holt	Aye
Emily Promise	Absent
Ian Hunt	Aye

D. Annual Report

HoS reviewed the annual report. HoS highlighted the contributions of several key members of the leadership team in preparing the report. The board congratulated HoS on progress in student enrollment and general student learning growth. Student retention was also highlighted as a key success marker. Board congratulated HoS in progress. Katie Holt made a motion to approve MCCPS Annual Report as presented to the board. Kimberly Nothnagel seconded the motion. The board **VOTED** to approve the motion.

Roll Call

Polly Titcomb	Absent
Emily Promise	Absent
Lindsay Smith	Absent
Kimberly Nothnagel	Aye
Stephanie Brant	Aye
Ian Hunt	Aye
Eric Neagle	Aye
Katie Holt	Aye
Ellen Lodgen	Absent
Carol McEnaney	Aye

III. Board Action Items: Approve Minutes**A. April 2025**

Katie Holt made a motion to approve the minutes from Board of Trustees Meeting on 04-29-25. Carol McEnaney seconded the motion. The board **VOTED** to approve the motion.

Roll Call

Lindsay Smith	Absent
Kimberly Nothnagel	Abstain
Ian Hunt	Aye

Roll Call

Emily Promise	Absent
Ellen Lodgen	Absent
Carol McEnaney	Aye
Katie Holt	Aye
Stephanie Brant	Aye
Polly Titcomb	Absent
Eric Neagle	Aye

B. May 2025 BOT Meeting

Kimberly Nothnagel made a motion to approve the minutes from Board of Trustees Meeting on 05-27-25.

Carol McEnaney seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Kimberly Nothnagel	Aye
Polly Titcomb	Absent
Eric Neagle	Aye
Ian Hunt	Aye
Emily Promise	Absent
Katie Holt	Aye
Ellen Lodgen	Absent
Carol McEnaney	Aye
Stephanie Brant	Aye
Lindsay Smith	Absent

C. May 2025 HOS Annual Review Meeting

Katie Holt made a motion to approve the minutes from BOT Annual Head of School Review on 05-29-25.

Kimberly Nothnagel seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Stephanie Brant	Aye
Carol McEnaney	Aye
Ian Hunt	Abstain
Ellen Lodgen	Absent
Lindsay Smith	Absent
Emily Promise	Absent
Kimberly Nothnagel	Aye
Polly Titcomb	Absent
Eric Neagle	Aye
Katie Holt	Abstain

D.

June Retreat Minutes

Kimberly Nothnagel made a motion to approve the minutes from MCCPS Board of Trustees Annual Retreat on 06-21-25.

Eric Neagle seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Emily Promise	Absent
Ellen Lodgen	Absent
Carol McEnaney	Abstain
Kimberly Nothnagel	Aye
Stephanie Brant	Aye
Lindsay Smith	Absent
Ian Hunt	Abstain
Katie Holt	Aye
Polly Titcomb	Absent
Eric Neagle	Aye

IV. Board Retreat Follow Up

A. Board Retreat Discussion

Ongoing efforts to recruit new board members - including 2-3 active candidates.

Governance Committee to provide update at next board meeting. HoB also addressed the need to identify new Chair and Vice-Chair positions.

V. Head of School Report

A. April 2025 Report

Did not discuss.

VI. Committee Updates

A. Finance Committee

Meeting held. No key outcomes shared.

B. Governance Committee

No meeting

C. Academic Excellence

July 15 meeting, end of year iREADY presented. Will be discussed at next board meeting.

D. Development & Communications

The Anniversary Gala is in planznig, with a target date pending.

E. DEI Committee

Parent concerns to be addressed around antisemitism are to be discussed at next DEI meeting.

F. Personnel Committee

No meeting.

VII. Public Comment

A. Public Comment

No public comment.

VIII. Closing Items

A. Recap Action Items

B. Adjourn Meeting

Katie Holt made a motion to Adjourn meeting.

Kimberly Nothnagel seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Ian Hunt	Aye
Lindsay Smith	Absent
Kimberly Nothnagel	Aye
Carol McEnaney	Aye
Stephanie Brant	Aye
Ellen Lodgen	Absent
Emily Promise	Absent
Katie Holt	Aye
Eric Neagle	Aye
Polly Titcomb	Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
Ian Hunt

Coversheet

Governance Committee

Section:	VII. Committee Updates
Item:	B. Governance Committee
Purpose:	Vote
Submitted by:	
Related Material:	Kagan, Letter of Intent.docx Carly McIver - Resume (2025).pdf Chris Re - Resume (2025).pdf

Dear Board of Trustees,

I am writing to express my intent to serve on the board of the Marblehead Community Charter Public School. With over 20 years of experience in special education and a strong commitment to inclusive education, I am eager to contribute my skills to foster an environment that supports all students.

My background as an Inclusion Teacher at Marblehead Community Charter Public School has equipped me with valuable insights into the unique needs of students with disabilities. I have successfully developed Individualized Education Programs (IEPs) and facilitated meaningful collaboration among teachers, parents, and support staff. Prior to this, I worked at Methuen High School and the Shore Educational Collaborative, where I developed curricula, implemented behavior management strategies, and oversaw case management for students with diverse learning needs.

I hold a Master's degree in Moderate Special Needs from Lesley University and a Bachelor's degree in Psychology from Merrimack College. My educational background complements my professional experience, allowing me to evaluate educational programs critically and advocate for policies that enhance student success.

As a board member, I am committed to maintaining a collaborative and inclusive environment, ensuring parental engagement, and enhancing educational opportunities for all students.

Thank you for considering my application. I am excited about the possibility of contributing to the board and supporting the mission of Marblehead Community Charter Public School.

Warm regards,
Karen Kagan

CAROLINE MCIVER

ESTEM Education Leadership

CONTACT PHONE

781-576-9123

EMAIL

carlyamci@gmail.com

EDUCATION

B.S. ENVIRONMENTAL SCIENCE AND POLICY

Smith College, Northampton MA

M.S. ENVIRONMENTAL EDUCATION

Southern Oregon University, Ashland OR

Thesis: The Creation of a Reliable and User-friendly Environmental Literacy Assessment for Middle School Students in Oregon's Rogue Valley

EXPERIENCE

SCHOOL TO SEA EDUCATION DIRECTOR

Salem Sound Coastwatch, Salem MA
2023- Present

- Works directly with students pre-k through higher education to educate students on salt marsh science, coastal erosion, watershed stewardship and more
- Develops and manages curriculum for in-school and after-school programs, as well as professional development opportunities for educators
- Writes grants, develops proposals, and procures funding for new and existing programs and manages programmatic budget
- Developed and manages evaluation framework and strategic plan for the School to Sea program

INTERPRETATION MANAGER/ ONSITE PROGRAMS MANAGER

Butterfly Pavilion, Denver CO
2021- 2023

- Hired, trained, and managed a team of adult and teen volunteers, educators, and coordinators
- Developed and managed long- and short-term strategic plans as well as a \$50,000 budget
- Produced world-class programs and interpretation through interdepartmental collaboration
- Managed onsite school groups, scout programs, virtual learning, and exhibit interpretation

OFFICE MANAGER

Southern Oregon University, Ashland OR
2020- 2021

- Connected local teachers to educational resources across Oregon and Northern California
- Marketed for the M.S. EE program, and recruited, interviewed and admitted new students in collaboration with university administration and HR
- Managed the program budget, including stipends, scholarships, and grants

NATURAL RESOURCE EDUCATION COORDINATOR

Holiday Lake 4-H Center, Appomattox VA
2019- 2020

- Recruited, trained, and coordinated teen and adult volunteers to facilitate environmental education and outdoor adventure programs
- Created, developed, and facilitated NGSS compliant classes and programs
- Created, marketed, and facilitated sold-out, multi-day, environmentally- and scientifically- focused camps
- Built and managed a \$40,000 scholarship program in partnership with local and international companies

EDUCATOR

Science Museum of Western Virginia, Roanoke VA
2018- 2019

- Engaged learners of all ages by capitalizing on the resources of the museum and organizational relationships
- Promoted a learner-centered approach through class, program, and camp curriculum development

CAROLINE MCIVER

ESTEM Education Leadership

EXPERIENCE STEM EDUCATOR/ FACILITATOR

W.E. Skelton 4-H Center, Wirtz VA
2018-2020

- Lead team building initiatives and facilitated leadership development with participants from elementary school students to executive groups. Engaged learners in exploring native and non-native animals through live animal demonstrations. Supported 4-H goal to help participants learn by doing, grow through failure, and use influence to make a positive impact on their communities.

EDUCATOR/ FACILITATOR

Nature's Classroom, Charlton MA
2015-2018

- Worked daily with students, ages 9-13 in an outdoor setting to build an understanding of basic ecological and scientific concepts.
- Lead MA standards-aligned classes in which local ecology, team building, and leadership development are emphasized.
- Assisted in the thorough cleaning of the site at the end of the week.
- Frequently acted as Staff Member in Charge, connected with visiting teachers and staff to ensure the best experience for students.

EDUCATION INTERN/ EDUCATION INTERPRETER

Franklin Park Zoo, Boston MA
2014-2015

- Interacted with the public in informal education settings, developed and executed MA standards-based lesson plans for grades K-8 in traditional classroom settings.
- Assisted senior keepers in zookeeping activities twice a week, including animal care and exhibit maintenance.
- Worked with students with disabilities, 17 to 19, to improve public interaction and develop job skills twice a week. Intern and volunteer training and coordination.
- Supervised and worked alongside teens to establish professional habits in the workplace.

HOWARD HUGHES MEDICAL INSTITUTE TEACHING FELLOW

Smith College, Northampton MA
2014-2015

- One of ten students selected to participate in the fellowship
- Evaluated existing curriculum in Northampton Public Schools
- Collaborated with other teaching fellows and school staff to plan and develop a standards-based, hands-on lesson for 5th grade students
- Shadowed local teachers and provided engaging activities for diverse learners in NPS 5th grade classrooms

SKILLS

- Microsoft, Google, and Adobe suites
- Registration, scheduling, and booking softwares (ATMS, TRACKS, etc)
- Team development and facilitation
- Extensive familiarity with NGSS and Common Core standards

CERTIFICATIONS AND TRAININGS

- Aquatic WILD, Project WILD, Flying WILD, Growing Up WILD and Project Learning Tree trained
- PADI Divemaster
- 4-H Master Camp Director
- Child and adult first aid, CPR, and AED

CAROLINE MCIVER

ESTEM Education Leadership

781-576-9123

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- CLIMATE AND ENVIRONMENTAL EDUCATION (60%)**
 - Developed and delivered innovative environmental education programs as an educator.
 - Engaged audiences of all abilities and ages, taking advantage of natural spaces to illustrate the importance of conservation and activism.
 - Built and leveraged key organizational relationships between other educational non-profits to serve the community in an interdisciplinary manner.
 - Used interpretive, non-formal programs and community science initiatives in conjunction with hands-on classroom programming to encourage learners in advocacy for various climate protection and habitat conservation initiatives.
 - Supervised special, grant-funded project based learning and sought out and secured new funding opportunities to increase community participation.
 - Thesis on evaluation in environmental education followed by a presentation at the NAAEE international conference. Evaluated informal indoor and outdoor programming, as well as classroom programs against learning outcomes.
- SCHOOL SUPPORT AND OUTREACH (30%)**
 - Created, developed, and delivered hands-on on and off-site programs on a variety of environmental and STEM topics.
- OTHER / GENERAL MUSEUM (10%)**
 - Coordinated programs of a wide range of sizes and ages, from a 30-adult weekend specialty program to a sold-out, 300-kid week-long overnight nature camp.
 - Recruited, interviewed, onboarded, and trained nearly 100 volunteers and staff in the last 5 years

CHRIS RE

*Director
Customer Success*

CAREER SUMMARY

Seasoned manager and team builder who understands both technology and business. Always striving for process improvement and developing talent.

Ten years experience in Technical Project Management, Account Management and Customer Success.

CORE STRENGTHS

- Adaptable Leadership Mindset
- Cross Functional Alignment
- Coaching and Developing Talent
- Balanced Scorecards / KPIs
- Communication Strategy
- Change Management

CERTIFICATIONS

- **Strategy Development & Implementation**
AICPA
- **Team Management**
Harvard Business
- **Managing Talent**
University of Michigan
- **Microsoft Excel for Accounting**
Wiley Education
- **Leading at the Speed of Trust**
FranklinCovey

CONTACT DETAILS:

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www.linkedin.com/in/chris-re-2021
113 Russell Street, Peabody MA 01960

EMPLOYMENT HISTORY

Gutenberg Technology

DIRECTOR, CONTINUOUS PUBLISHING, 2022-PRESENT

Established and nurtured winning partnerships with customers and prospects by actively maintaining relationships, aligning product roadmaps, and driving process improvement and innovation within our EdTech authoring and distribution platform.

- *Orchestrated impactful HubSpot marketing campaigns to unveil feature releases, conduct beta testing, and curate release notes.*
- *Converted a key prospect by leading a proof of concept with needs analysis and live product demos. Followed up with a comprehensive project plan resulting in a new customer launch worth \$475K.*
- *Demonstrated our firm commitment to accessibility and inclusion by leading the effort to secure a VPAT, showcasing strong adherence to WCAG 2.1/2.2 AA standards for our webreader and bookshelf.*

Pearson

MANAGER, TECHNICAL PROJECT MANAGEMENT, 2016-2022

Directed continuous process improvement and professional development for nine-member team supporting SaaS product integrations as solutions for Channel Partner Integration.

- *Managed completion of 5000+ project management activities in 2021 for enterprise clients.*
- *Led cross functional teams to develop channel partner GTM strategy.*
- *Formalized process for LTI 1.3 integration pilot for Arizona State University, billing \$150M in revenue for 2021.*
- *Led cross-functional team in creation of IT Compliance process, documentation, and governance.*

TECHNICAL IMPLEMENTATION PROJECT MANAGER, 2011-2016

Managed technical implementation of digital integration products for the Higher-Ed, K-12, and Professional markets. Installed and managed LTI tools and API configuration for Pearson's LMS integrations.

- *Supported Pearson's integrated product strategy with continuous development of LMS integration offerings and improvement of user experience. Directly supported Blackboard, Canvas, D2L / Brightspace, Moodle, Sakai, and Schoology administrators and integrations.*
- *Created and maintained documentation for internal and external stakeholders for LMS integrations including; opting, grade sync, deep-linking, API tokens, and LTI configuration.*
- *Worked with Account Management to scope and implement Gap Analyses to solution enterprise clients and close new business.*

ACADEMIC HISTORY

Master of Business Administration (MBA)

SOUTHERN NEW HAMPSHIRE UNIVERSITY (SNHU) | MANCHESTER, NH
2021-2022

Bachelor of Arts in Media Art (BA)

EMERSON COLLEGE | BOSTON, MA
2000-2004